



University of Phoenix®

BLACKSTONE CAREER INSTITUTE

1982-2007 Credit Recommendation Guide

The following courses have been evaluated by University of Phoenix Prior Learning Assessment to potentially fulfill General Education or Elective credits for an Undergraduate Degree. In order to potentially receive any of the credits recommended below, students should submit supporting documents to Prior Learning Assessment. For more information on PLA visit: ecampus.phoenix.edu/pla or contact the department toll free at 866-440-4707.

There are fees associated with your PLA submission. However, you may be eligible for PLA benefits. Please contact your Finance Advisor for more information. PLA will not award credit for certifications or coursework that duplicates the content of credits earned through PLA, transfer credit, National Testing Program credit or University of Phoenix. Clock hour to semester credit hour conversions are made by the University using current U.S. Department of Education standards.

University of Phoenix Equivalency: General Education or Elective category to which credit can be applied.

Combinable: Courses may only be combined with courses of similar content and General Education/Elective areas.

Non-Academic: Lack of college level theory and/or principle necessary for credit recognition. Company specific and skill-based training.

Too Few Hours: Courses/training that cannot receive credit because they are less than 1 hour total in length. Similar content in a 1(+) hour timeframe may be eligible for credit.

Applicable Hours: Indicates the total amount of actual learning time. Any breaks or lunch time included in the initial clock hours have been removed.

Updated: 08/14/2019

The credit awards shown are for informative purposes, state and program limits on Prior Learning Assessment credit may apply.

Course Number	Course Title	Delivery Method	Course Year	Course Length	Applicable Hours	Credits Recommended	University of Phoenix Equivalency
LEGAL ASSISTANT/PARALEGAL PROGRAM (915 TOTAL HOURS)							
VOLUME I	LAW - ITS ORIGIN, NATURE AND DEVELOPMENT & CONTRACTS	SELF-PACED	01/1982-12/2007	75	*	2.5	INTERDISCIPLINARY/ ELECTIVE
VOLUME II	TORTS	SELF-PACED	01/1982-12/2007	75	*	2.5	INTERDISCIPLINARY/ ELECTIVE
VOLUME III	CRIMINAL LAW	SELF-PACED	01/1982-12/2007	75	*	2.5	INTERDISCIPLINARY/ ELECTIVE
VOLUME IV	REAL PROPERTY - PART I	SELF-PACED	01/1982-12/2007	75	*	2.5	INTERDISCIPLINARY/ ELECTIVE
VOLUME V	REAL PROPERTY - PART II	SELF-PACED	01/1982-12/2007	75	*	2.5	INTERDISCIPLINARY/ ELECTIVE
VOLUME VI	PLEADINGS IN CIVIL ACTIONS, PRACTICE IN CIVIL ACTIONS, CRIMINAL PROCEDURES	SELF-PACED	01/1982-12/2007	75	*	2.5	INTERDISCIPLINARY/ ELECTIVE

Course Number	Course Title	Delivery Method	Course Year	Course Length	Applicable Hours	Credits Recommended	University of Phoenix Equivalency
VOLUME VII	WILLS & TRUSTS	SELF-PACED	01/1982-12/2007	75	*	2.5	INTERDISCIPLINARY/ ELECTIVE
VOLUME VIII	PARTNERSHIPS & CORPORATIONS	SELF-PACED	01/1982-12/2007	75	*	2.5	INTERDISCIPLINARY/ ELECTIVE
VOLUME IX	CONSTITUTIONAL LAW - PART I	SELF-PACED	01/1982-12/2007	75	*	2.5	INTERDISCIPLINARY/ ELECTIVE
VOLUME X	CONSTITUTIONAL LAW - PART II	SELF-PACED	01/1982-12/2007	75	*	2.5	INTERDISCIPLINARY/ ELECTIVE
VOLUME XI	FINDING, READING, AND USING THE LAW	SELF-PACED	01/1982-12/2007	75	*	2.5	INTERDISCIPLINARY/ ELECTIVE
VOLUME XII	LEGAL RESEARCH AND WRITING EXERCISES FOR PARALEGALS	SELF-PACED	01/1982-12/2007	75	*	2.5	INTERDISCIPLINARY/ ELECTIVE
VOLUME XIII	PARALEGAL CAREER STARTER: HOW TO FIND A JOB AS A PARALEGAL	SELF-PACED	01/1982-12/2007	7	*	0	NON-ACADEMIC
VOLUME XIV	ETHICS FOR PARALEGALS	SELF-PACED	01/1982-12/2007	8	*	0	NON-ACADEMIC
MEDICAL TRANSCRIPTION (225 TOTAL HOURS)							
UNIT I/LESSON 1	BLACKSTONE SKILLS FOR SUCCESS	SELF-PACED	01/2003-12/2005	10	*	COMBINABLE	INTERDISCIPLINARY/ ELECTIVE
UNIT II/ LESSON 2	FUNDAMENTALS OF MEDICAL TRANSCRIPTION	SELF-PACED	01/2003-12/2005	5	*	0	NON-ACADEMIC
UNIT III/LESSON 3	ENGLISH USAGE, WRITTEN COMMUNICATION, AND INTRODUCTION TO MEDICAL TERMINOLOGY	SELF-PACED	01/2003-12/2005	30	*	0	NON-ACADEMIC
UNIT IV /LESSON 4	DISEASE PROCESSES AND TRANSCRIPTION PRACTICE I	SELF-PACED	01/2003-12/2005	42	*	1	INTERDISCIPLINARY/ ELECTIVE
UNIT V /LESSON 5	DISEASE PROCESSES AND TRANSCRIPTION PRACTICE II	SELF-PACED	01/2003-12/2005	40	*	1	INTERDISCIPLINARY/ ELECTIVE
UNIT VI /LESSON 6	PROFESSIONAL DEVELOPMENT AND MEDICOLEGAL ETHICS	SELF-PACED	01/2003-12/2005	9	*	0	NON-ACADEMIC
UNIT VII /LESSON 7	DISEASE PROCESSES AND TRANSCRIPTION PRACTICE III	SELF-PACED	01/2003-12/2005	35	*	1	INTERDISCIPLINARY/ ELECTIVE
UNIT VIII /LESSON 8	DISEASE PROCESSES AND TRANSCRIPTION PRACTICE IV	SELF-PACED	01/2003-12/2005	42	*	1	INTERDISCIPLINARY/ ELECTIVE
UNIT IX /LESSON 9	HOW TO FIND A JOB IN HEALTHCARE	SELF-PACED	01/2003-12/2005	12	*	0	NON-ACADEMIC
MEDICAL BILLING & CODING (282 TOTAL HOURS)							
UNIT I/LESSON 1	BLACKSTONE SKILLS FOR SUCCESS	SELF-PACED	01/2004-12/2005	10	*	COMBINABLE	INTERDISCIPLINARY/ ELECTIVE

Course Number	Course Title	Delivery Method	Course Year	Course Length	Applicable Hours	Credits Recommended	University of Phoenix Equivalency
UNIT II/ LESSON 2	INTRODUCTION TO COMPUTERS, KEYBOARDING AND OFFICE TECHNOLOGY	SELF-PACED	01/2004-12/2005	12	*	0	NON-ACADEMIC
UNIT III/ LESSON 3	MEDICAL TERMINOLOGY 1: AN INTRODUCTION	SELF-PACED	01/2004-12/2005	18	*	0	NON-ACADEMIC
UNIT IV /LESSON 4	MEDICAL TERMINOLOGY 2	SELF-PACED	01/2004-12/2005	16	*	0.5	INTERDISCIPLINARY/ ELECTIVE
UNIT V /LESSON 5	ENGLISH AND WRITTEN COMMUNICATIONS	SELF-PACED	01/2004-12/2005	30	*	0	NON-ACADEMIC
UNIT VI /LESSON 6	MEDICAL TERMINOLOGY 3	SELF-PACED	01/2004-12/2005	14	*	COMBINABLE	INTERDISCIPLINARY/ ELECTIVE
UNIT VII /LESSON 7	MEDICAL TERMINOLOGY 4	SELF-PACED	01/2004-12/2005	12	*	COMBINABLE	INTERDISCIPLINARY/ ELECTIVE
UNIT VIII /LESSON 8	INTRODUCTION TO PHARMACOLOGY	SELF-PACED	01/2004-12/2005	15	*	0.5	Physical/Biological Science
UNIT IX /LESSON 9	PROFESSIONAL DEVELOPMENT AND MEDICOLEGAL ETHICS	SELF-PACED	01/2004-12/2005	9	*	0	NON-ACADEMIC
UNIT X / LESSON X	INTRODUCTION TO INSURANCE BILLING AND CODING 1	SELF-PACED	01/2004-12/2005	16	*	0.5	INTERDISCIPLINARY/ ELECTIVE
UNIT XI /LESSON XI	INTRODUCTION TO INSURANCE BILLING AND CODING 2	SELF-PACED	01/2004-12/2005	15	*	0	NON-ACADEMIC
UNIT XII /LESSON 12	INTRODUCTION TO INSURANCE BILLING AND CODING 3	SELF-PACED	01/2004-12/2005	14	*	0	NON-ACADEMIC
UNIT XIII /LESSON 13	MEDICAL OFFICE PRACTICE 1	SELF-PACED	01/2004-12/2005	16	*	0	NON-ACADEMIC
UNIT IVX LESSON 14	MEDICAL OFFICE PRACTICE 2	SELF-PACED	01/2004-12/2005	15	*	0	NON-ACADEMIC
UNIT XV /LESSON 15	MEDICAL OFFICE PRACTICE 3	SELF-PACED	01/2004-12/2005	14	*	0	NON-ACADEMIC
UNIT XVI /LESSON 16	PRACTICAL APPLICATIONS OF CODING 1	SELF-PACED	01/2004-12/2005	20	*	0.5	INTERDISCIPLINARY/ ELECTIVE
UNIT XVII LESSON 17	PRACTICAL APPLICATIONS OF CODING 2	SELF-PACED	01/2004-12/2005	24	*	0.5	INTERDISCIPLINARY/ ELECTIVE
UNIT XVIII /LESSON 18	HOW TO FIND A JOB AS A HEALTHCARE PROFESSIONAL	SELF-PACED	01/2004-12/2005	12	*	0	NON-ACADEMIC
MEDICAL OFFICE ASSISTANT (236 TOTAL HOURS)							
UNIT I/ LESSON 1	BLACKSTONE SKILLS FOR SUCCESS	SELF-PACED	01/2004-12/2005	10	*	COMBINABLE	INTERDISCIPLINARY/ ELECTIVE
UNIT II/ LESSON 2	MEDICAL TERMINOLOGY 1: AN INTRODUCTION	SELF-PACED	01/2004-12/2005	18	*	0	NON-ACADEMIC

Course Number	Course Title	Delivery Method	Course Year	Course Length	Applicable Hours	Credits Recommended	University of Phoenix Equivalency
UNIT III/LESSON 3	MEDICAL TERMINOLOGY 2	SELF-PACED	01/2004-12/2005	16	*	COMBINABLE	INTERDISCIPLINARY/ ELECTIVE
UNIT IV /LESSON 4	ENGLISH AND WRITTEN COMMUNICATIONS	SELF-PACED	01/2004-12/2005	30	*	0	NON-ACADEMIC
UNIT V /LESSON 5	MEDICAL TERMINOLOGY 3	SELF-PACED	01/2004-12/2005	14	*	COMBINABLE	INTERDISCIPLINARY/ ELECTIVE
UNIT VI /LESSON 6	INTRODUCTION TO COMPUTERS AND OFFICE TECHNOLOGY	SELF-PACED	01/2004-12/2005	12	*	0	NON-ACADEMIC
UNIT VII /LESSON 7	MEDICAL TERMINOLOGY 4	SELF-PACED	01/2004-12/2005	12	*	COMBINABLE	INTERDISCIPLINARY/ ELECTIVE
UNIT VIII/ LESSON 8	ADMINISTRATIVE MEDICAL ASSISTING I	SELF-PACED	01/2004-12/2005	16	*	0	NON-ACADEMIC
UNIT IX/ LESSON 9	ADMINISTRATIVE MEDICAL ASSISTING II	SELF-PACED	01/2004-12/2005	15	*	0	NON-ACADEMIC
UNIT X /LESSON 10	PROFESSIONAL DEVELOPMENT AND MEDICOLEGAL ETHICS	SELF-PACED	01/2004-12/2005	9	*	0	NON-ACADEMIC
UNIT XI /LESSON 11	ADMINISTRATIVE MEDICAL ASSISTING III	SELF-PACED	01/2004-12/2005	14	*	0	NON-ACADEMIC
UNIT XII/ LESSON 12	ADMINISTRATIVE MEDICAL ASSISTING IV	SELF-PACED	01/2004-12/2005	13	*	COMBINABLE	0.5
UNIT XIII /LESSON 13	MEDICAL OFFICE PRACTICE 1	SELF-PACED	01/2004-12/2005	16	*	0	NON-ACADEMIC
UNIT IVX /LESSON 14	MEDICAL OFFICE PRACTICE 2	SELF-PACED	01/2004-12/2005	15	*	0	NON-ACADEMIC
MEDICAL UNIT XV	UNIT XV MEDICAL OFFICE PRACTICE 3	SELF-PACED	01/2004-12/2005	14	*	0	NON-ACADEMIC
MEDICAL OFFICE UNIT XVI HOW TO FIND A JOB	UNIT XVI HOW TO FIND A JOB	SELF-PACED	01/2004-12/2005	12	*	0	NON-ACADEMIC
DENTAL OFFICE ASSISTANT (TOTAL 176 HOURS)							
UNIT I/ LESSON 1	BLACKSTONE SKILLS FOR SUCCESS	SELF-PACED	01/2004-12/2005	10	*	COMBINABLE	INTERDISCIPLINARY/ ELECTIVE
UNIT II/ LESSON 2	DENTAL OFFICE MANAGEMENT I	SELF-PACED	01/2004-12/2005	16	*	0.5	INTERDISCIPLINARY/ ELECTIVE
UNIT III/LESSON 3	DENTAL OFFICE MANAGEMENT II	SELF-PACED	01/2004-12/2005	15	*	0	NON-ACADEMIC
UNIT IV /LESSON 4	ENGLISH AND WRITTEN COMMUNICATIONS	SELF-PACED	01/2004-12/2005	30	*	0	NON-ACADEMIC
UNIT V /LESSON 5	DENTAL OFFICE MANAGEMENT III	SELF-PACED	01/2004-12/2005	14	*	COMBINABLE	INTERDISCIPLINARY/ ELECTIVE

Course Number	Course Title	Delivery Method	Course Year	Course Length	Applicable Hours	Credits Recommended	University of Phoenix Equivalency
UNIT VI /LESSON 6	INTRODUCTION TO COMPUTERS AND OFFICE TECHNOLOGY	SELF-PACED	01/2004-12/2005	12	*	0	NON-ACADEMIC
UNIT VII /LESSON 7	DENTAL OFFICE MANAGEMENT IV	SELF-PACED	01/2004-12/2005	13	*	0	NON-ACADEMIC
UNIT VIII/ LESSON 8	PROFESSIONAL DEVELOPMENT AND MEDICOLEGAL ETHICS	SELF-PACED	01/2004-12/2005	9	*	0	NON-ACADEMIC
UNIT IX/ LESSON 9	MEDICAL OFFICE PRACTICE 1	SELF-PACED	01/2004-12/2005	16	*	0	NON-ACADEMIC
UNIT X/ LESSON 10	MEDICAL OFFICE PRACTICE 2	SELF-PACED	01/2004-12/2005	15	*	0	NON-ACADEMIC
UNIT XI/ LESSON 11	MEDICAL OFFICE PRACTICE 3	SELF-PACED	01/2004-12/2005	14	*	0	NON-ACADEMIC
UNIT XII/ LESSON 12	HOW TO FIND A JOB	SELF-PACED	01/2004-12/2005	12	*	0	NON-ACADEMIC
ADVANCED LEGAL COURSES							
ADVP0001	CIVIL LITIGATION	SELF-PACED	01/2005-12/2005	60	*	2	INTERDISCIPLINARY/ ELECTIVE
ADVP0002	BUSINESS & CORPORATE LAW	SELF-PACED	01/2005-12/2005	60	*	2	INTERDISCIPLINARY/ ELECTIVE
ADVP0003	REAL ESTATE LAW	SELF-PACED	01/2005-12/2005	60	*	2	INTERDISCIPLINARY/ ELECTIVE
ADVP0004	PRACTICAL BANKRUPTCY LAW	SELF-PACED	01/2005-12/2005	60	*	2	INTERDISCIPLINARY/ ELECTIVE
ADVP0005	PERSONAL INJURY/TORTS	SELF-PACED	01/2005-12/2005	60	*	2	INTERDISCIPLINARY/ ELECTIVE

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